

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701



Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

Purchasing Use Only:

Approval#: 160805

SOLICITATION WAIVER JUSTIFICATION AND REQUEST FORM

ALL FIELDS ARE REQUIRED – INCOMPLETE REQUESTS WILL BE RETURNED TO THE AGENCY

1a	Agency Contact Information - Note: Approved copy will be sent to only the contact(s) listed below:		
	State Agency: <i>DPS – State Fire Marshal Division</i>		
	Contact Name and Title	Phone Number	Email Address
	<i>Patrick Bowers, ASO I</i>	<i>775-684-7509</i>	<i>pbowers@dps.state.nv.us</i>
	<i>Tami Simpson, Management Analyst II</i>	<i>775-684-4698</i>	<i>tsimpson@dps.state.nv.us</i>

	Vendor Information:	
1b	Identify Vendor:	<i>FireShowsWest</i>
	Contact Name:	<i>Jo Anne Hill, Executive Director</i>
	Address:	<i>PO Box 11856, Reno, NV 89510</i>
	Telephone Number:	<i>800-632-7489 x106</i>
	Email Address:	<i>joanne@fireshowswest.com</i>

1c	Type of Waiver Requested – Check the appropriate type:	
	Sole or Single Source:	<i>XX</i>
	Professional Service Exemption:	

	Contract Information:			
1d	Is this a new Contract?	Yes <i>XX</i>	No	
	Amendment:	#		
	CETS:	#		

1e	Term:			
	One (1) Time Purchase:			
	Contract:	Start Date:	<i>Upon approval of Clerk of BOE</i>	End Date:

1f	Funding:	
	State Appropriated:	
	Federal Funds:	
	Grant Funds:	<i>XX</i>
	Other (Explain):	

1g	Total Estimated Value of this Service Contract, Amendment or Purchase:
	<i>Not to exceed \$48,000</i>

2	<p>Provide a description of work/services to be performed or commodity/good to be purchased:</p> <p><i>FireShowsWest (Contractor) shall provide conference management services to coordinate and deliver the Nevada State Emergency Response Commission (SERC) Hazardous Materials (HAZMAT) program to be held in conjunction with FireShowsWest 2016 Nevada HAZMAT Conference and Expo. The program is to provide State of Nevada HAZMAT First Responders the skill and knowledge necessary to make critical decisions regarding hazardous materials response and enable responders to maximize their response efficiency and effectiveness at hazardous materials incidents. These management services will include the following:</i></p> <ul style="list-style-type: none"> • <i>Exhibit Coordination</i> • <i>Program/Facility Coordination</i> • <i>Attendee Registration Coordination</i> • <i>Certification/CEU Coordination and Tracking</i> • <i>Instructor/Presentation Assistance</i> • <i>Food/Beverage Coordination</i> • <i>Advertising/Marketing/Travel and Promotion</i> • <i>Coordination and production of</i> <ul style="list-style-type: none"> ○ <i>Exhibit Decorator Services</i> ○ <i>Signage</i> ○ <i>Security</i> ○ <i>Photographer</i> ○ <i>Insurance</i> ○ <i>Event supplies</i> ○ <i>Computer/Copier</i> ○ <i>Teleconference Services</i> ○ <i>Internet/Phone</i> • <i>Graphic Design/Website Design and Maintenance</i> • <i>Printing/Mailing Promotional Materials</i>

3	<p>What are the unique features/qualifications required for this service or good that are not available from any other vendor:</p> <p><i>FireShowsWest is a long standing comprehensive training conference and exposition trade show developed exclusively for the fire industry dedicated to serving the ten Western states (Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah and Washington) since 1997. It is the only annual conference for the ten Western states offering the most current topics to Fire, EMS, Prevention and HazMat personnel in areas such as Leadership & Suppression, National Fire Academy courses, Fire Prevention, Fire Investigation, Hazardous Materials and Hands-on training. No other conferences are available in the area offering this magnitude of training opportunities. Nevada based emergency responders also directly benefit by receiving discounted rates because the conference is held in the State of Nevada.</i></p>
4	<p>Explain why this service or good cannot be competitively bid and why this purchase is economically only available from a single source:</p>

FireShowsWest is the only annual conference providing training and coordination as described above in items three and four. The State Fire Marshal Division will be utilizing a grant award from the State Emergency Response Commission to sponsor the hazardous materials training track being offered during the conference along with the other training tracks.

5	Were alternative services or commodities evaluated? Check One.		Yes:		No:	XX
	a. <u>If yes</u> , what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility.					
5	b. <u>If not</u> , why were alternatives not evaluated?					
	<i>FireShowsWest has been the sole conference held in Nevada offering the scope of training opportunities which draws students from the ten Western states for the past nineteen years. Since the division will only be sponsoring the hazardous materials portion, the cost is significantly less than attempting to pay a different company to create and coordinate a different conference that wouldn't have the same response from the fire industry given FireShowsWest's positive history and reputation.</i>					

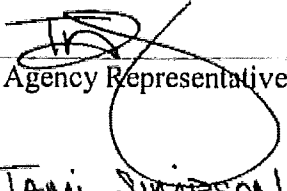
6	Has the agency purchased this service or commodity in the past? Check One. Note: If your previous purchase(s) was made via solicitation waiver(s), a copy or copies of <u>ALL</u> previous waivers <u>MUST</u> accompany this request.				Yes:		No:	XX
	a. If yes, starting with the most recent contract and working backward, for the <u>entire</u> relationship with this vendor, or any other vendor for this service or commodity, please provide the following information:							
	Term Start and End Dates		Value	Short Description	Type of Procurement (RFP#, RFO#, Waiver #)			
			\$					
			\$					
			\$					
			\$					

7	What are the potential consequences to the State if the waiver request is denied and the service or good is competitively bid?
	<i>The State Fire Marshal Division would have to return the grant funds awarded by the State Emergency Response Division (SERC) which in turn would put SERC in the position of having to return funding to the Federal Government.</i>

8	What efforts were made or conducted to substantiate there is no competition for the service or good and to ensure the price for this purchase is fair and reasonable?
	<i>The established history of FireShowsWest Conference and Expo being the only annual conference available in the state did not necessitate substantiation of other competition. Because this conference is held in Nevada, Nevada based fire protection agencies are able to attend at a discounted rate compared to agencies from the other nine Western states.</i>

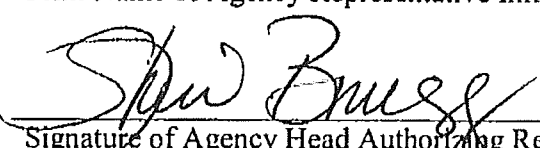
	Will this purchase obligate the State to this vendor for future purchases? <u>Before selecting your answer, please review information included on Page 2, Section 9 of the instructions.</u>	Yes:		No:	XX
9	a. <i>If yes, please provide details regarding future obligations or needs.</i>				

By signing below, I know and understand the contents of this Solicitation Waiver Request and Justification and attest that all statements are true and correct.


Agency Representative Initiating Request

TAMI SIMPSON - MA II
Print Name of Agency Representative Initiating Request

8/5/16
Date


Signature of Agency Head Authorizing Request

8.5.16

SHERI BRUEGGEMANN - SENIOR FISCAL OFFICER
Print Name of Agency Head Authorizing Request

8/5/16
Date

PLEASE NOTE: In an effort to avoid possible conflict with any equipment, system or process already installed or in place by the State of Nevada or to assist in our due diligence, State Purchasing may solicit a review of your request from another agency or entity. The signature below indicates another agency or entity has reviewed the information you provided. **This signature does not exempt your agency from any other processes that may be required.**

Name of agency or entity who provided information or review:

Representative Providing Review

Print Name of Representative Providing Review

Date

Please consider this memo as my approval of your request. This exemption is granted pursuant to NAC 333.150(2)(a)(b)(c), NRS 333.400. This exemption may be rescinded in the event reliable information becomes available upon which the Purchasing Administrator determines that the service or good sought may in fact be contracted for in a more effective manner. Pursuant to NRS 284.173(6), contracts for services do not become effective without the prior approval of the State Board of Examiners (BOE).

If you have any questions or concerns please contact the Purchasing Division at 775-684-0170.

Signed:


Administrator, Purchasing Division or Designee

8-23-2016
Date